

**Iowa WIC Program**  
**Notice of Missed Appointment**

[Today's Date]

[Parent/guardian first and last name]

[Address]

[City, State, Zip]

Dear [Parent/guardian first name]:

According to our records, your family missed a WIC appointment on [date] [time].

Please see below:

[Date] [Time] [Participant name] [Appointment type]

Please call us at the number provided below at your earliest convenience to schedule an appointment. We look forward to seeing you soon.

[Local agency name]

[Local agency address]

[Local agency city, state, zip code]

[Local agency phone number]

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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